



City Attorney

CITY OF SAN BRUNO, CALIFORNIA



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EXECUTIVE SEARCH AND CONSULTING

THE COMMUNITY

Located in San Mateo County, the City of San Bruno is known as “the City with a Heart.” San Bruno is 12 miles south of San Francisco and adjacent to the San Francisco International Airport. An ethnically and culturally rich and vibrant city of more than 41,415 residents, San Bruno offers a small-town atmosphere within a large metropolitan setting. A variety of housing opportunities and an excellent school system are among the amenities that make San Bruno a desirable place to live and work.

San Bruno is centrally located to the numerous cultural, educational, and recreational opportunities of the San Francisco Bay Area. Museums, galleries, theaters and the San Francisco symphony are nearby. The scenic beauty of the Bay Area is easy to access in the Golden Gate National Recreation Area, San Francisco Bay, nearby redwood forests, and the Pacific Ocean.

Sporting fans can easily attend San Francisco 49'ers and Oakland Raiders football and San Francisco Giants and Oakland A's baseball games as well as professional basketball

and hockey events. An excellent public transportation and highway system makes it easy to access the peninsula, San Francisco, and beyond.

THE ORGANIZATION

The City of San Bruno is a general law City incorporated in 1914. The Mayor is directly elected for a two-year term, and Council members are elected



for four-year overlapping terms with elections held in November of odd-numbered years. The City Council also serves as the Redevelopment Agency Board of Directors. The City Clerk and City Treasurer are also elected.

The City operates under the Council-Manager form of government. The City Council appoints the City

Attorney and a City Manager who appoints all Department Heads. The City Council encourages citizen participation through appointments of individuals to serve on 10 advisory boards, commissions, and committees.

The City employs approximately 228 FTE's supported by a number of seasonal and temporary employees in 10 operating departments including: City Manager, City Attorney, Public Services, Finance, Human Resources, Community Development, Fire, Police, Community Services, and Cable TV. The City operates water and wastewater utilities and one of the oldest and largest municipally-owned

cable television enterprises in the United States. The FY 2010/11 General Fund Operating Budget is \$31.2 million. The total all Funds Operating Budget is \$70 million.

Some of the City's current projects and focus areas include:

- Coordination with the Caltrain Joint Powers

Board on construction of a new train station and grade separated rail structure in San Bruno.

- Implementation of the Downtown and Transit Corridors Plan strategic vision for redevelopment of the downtown and central core of the community following the upcoming final review

and approval of the Downtown and Transit Corridors Plan.

- Completion of an aggressive Capital Improvements Program to rehabilitate the City's aging water and wastewater infrastructure.
- Development and implementation of strategies to address the City's long-term General Fund revenue reductions.
- Coordination with other local cities and regional agencies to identify and evaluate opportunities for effective and efficient shared delivery of municipal services.

The City of San Bruno invites you to visit its web site at www.sanbruno.ca.gov.

THE POSITION

San Bruno's Mayor and City Council are seeking a proven legal professional who is inspired by interesting challenges of an established, but dynamic community.



The City Council, City Manager, and staff prefer a close working relationship with the City Attorney and are seeking candidates who will work to gain their trust and credibility in order to ensure a high comfort level with legal recommendations. The ideal City Attorney candidate has been described as:

- Always mindful of the legal implications of the direction that Council may be headed and readily provides advice and counsel accordingly.
- Organized. Carefully researches and prepares prior to providing legal counsel. Does not need to always have the answer, but will admit when they do not and will then find it.
- An honest, open, and transparent communicator. The City Attorney will provide timely responses to the City Council

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and staff and explain complex legal concepts in laymen's terms.

- Firm and confident in their recommendations rather than simply providing options.
- A problem solver who finds ways of getting to the solution. Able to think outside the box. Self motivated.
- Committed to the team concept and values the opportunity to work as part of the City team.
- Possesses a strong work ethic and a dedication to the San Bruno community and organization.
- Energetic and eager to tackle new projects and issues.

San Bruno currently utilizes the services of outside counsel for any major litigation; however, the City Attorney will be mindful of the use of contract legal services and able to justify the necessity on particular issues. The ideal candidate will be

hands-on and comfortable rolling up their sleeves. The City Attorney has the assistance of a shared Legal Secretary who also coordinates worker's compensation matters.

Professional legal management experience in a local government agency is strongly preferred, and in-depth knowledge of municipal law is required for this opportunity. Technical knowledge and/or experience in the areas of land use, development, environmental impacts, elections and public records, personnel, risk management, litigation, contract development and review, and the Brown Act is desirable. It is expected that the City Attorney will be a quick study in those areas in which knowledge and experience is not as significant.

In light of the recent San Bruno tragedy, experience providing prior legal guidance and counsel through the State and Federal cost recovery process is highly desirable. A Juris Doctorate from an accredited school of



SEARCH SCHEDULE

Resume filing deadline	October 15, 2010
Preliminary Interviews.....	October 20-29, 2010
Recommendation of Candidates.....	November 2, 2010
Final Interview Process	November 13, 2010
These dates have been confirmed, and it is recommended that you plan your calendar accordingly.	

law and membership in the State Bar of California is required. A minimum of three (3) years of experience in legal practice, preferably with experience in municipal or other public agency law.

THE COMPENSATION

The salary range for the position of City Attorney is \$163,644 - \$200,820 annually, and appointment will be made within the range depending upon the qualifications of the selected candidate. In addition, the City offers an attractive benefit package including PERS retirement (2.7% @ 55 plan; employee pays 8% contribution).

THE RECRUITMENT PROCESS

To apply for this outstanding career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Please do not hesitate to call Bobbi Peckham toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.



www.peckhamandmckenney.com

